



How to Begin Using SAM for Keyboarding 1 Lessons

Videos to watch and learn:

- ☐ [Keyboarding in SAM - Students - Getting Started](#)
 - ☐ [Keyboarding in SAM - Students - Timed Writings](#)
 - ☐ [Keyboarding in SAM - Students - Keying Drills](#)
 - ☐ [Keyboarding in SAM - Students - Drill Practice](#)
 - ☐ [Keyboarding in SAM - Students - Skill Building Exercises](#)
 - ☐ [Keyboarding in SAM - Students - Skill Building Technique](#)
 - ☐ [Keyboarding in SAM - Students - Skill Building Quick Review](#)
 - ☐ [Keyboarding in SAM - Students - Keyboarding Performance Reports](#)
 - ☐ [Keyboarding in SAM - Students - Numeric Keypad Drills](#)
-

1. After watching the videos, create your SAM account.
2. Use the “System Check” button on the [login page](#) to make sure your computer is ready for SAM.
3. Close the System Check window to return to the login page. Then click “New User”.
4. Key in the **Institution Key** for OCC: **T2025199**
5. Click Submit. Confirm the information is for Orange Coast College. Click OK.
6. Fill in the form and click “Create Account”. A window will appear for you to verify your information.
7. If you run into a window asking for the access code, click the button to purchase later. You will have a 7- or 14-day grace period to purchase the code for SAM. Purchase information is in the **course syllabus**.
8. Once your account is created, you must join the Keyboarding 1 or Keyboarding 2 section, depending on which class you are enrolled in.
9. After you join the section, you will see lesson links that have right-pointing triangle arrows, ►. Click on the arrows to expand for viewing more links in each lesson.
10. Begin with the link for Pretest (Pre-Assessment). Your score will automatically record in your SAM results gradebook. The Pre-Assessment determines your skill at the beginning of the course. It is not a graded assignment.
11. Proceed to Lesson 1 by clicking on the right-pointing arrow to display the links for opening the ebook, “L1 Learn Home Row, Space Bar, Enter, and i. When you click on a lesson link, read the popup window that appears with information for how to proceed through SAM. Click “Start” to begin Task 1 (Posture Video) will appear in a popup window. Click the arrow

to begin watching and listening to the video. Proper posture is very important when keyboarding.

12. Proceed through each task. Tasks will tell you to key in information and click Enter. Each time you click Enter, a popup window will appear telling you if you did the task correctly, and if so, click Next Task. If you do not do the task correctly, the keyboard illustration will show you where you have made an error. Make corrections as you key. When the popup window appears, you may Retry or go to the Next Task.

13. Follow the checklist on Watson's Website to navigate through the lessons. The checklist is in the box labeled, "Checklists for Assignments".

Tip: Download the checklist and save it in your Documents folder for easy reference.

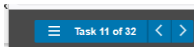
14. Everything you are doing in SAM tasks is being recorded in your SAM results gradebook. I am able to look at your SAM results to see what you are doing. After you finish the tasks, you will be able to look at your SAM results, too.

Tip: When the Answer Results popup window appears, you may click Enter (with your pinkie) to proceed to the next task rather than removing your hands from the keyboard and using the mouse to click on "Next Task". You will proceed through the tasks faster if you learn to use the Enter key to activate the "Next Task" button command. 😊

15. Proceed through all tasks. (There are 32 tasks in total for Lesson 1.)

NOTE: When you finish the last task in the assignment, a popup window will appear indicating the results. I recommend making a [screenshot](#) of the popup window just in case the gradebook doesn't show what you did for the assignment. (This is how to make a [screenshot on a Mac computer](#).)

16. In the upper left corner of the task training popup window, there is a menu list button,



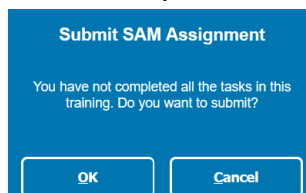
(You can see I stopped at Task 11 to make a screen shot of the list button.)

When you have completed the tasks, you have completed 32 of 32 tasks. As you work through the tasks, you can see how much you have completed. Where ever you stop, it will be ready for you to pick up and begin with when you return. In other words, SAM will remember what you have completed.

17. If you click on the 3-line button in the Task progress button, a list will drop down. There are links for Mac Help and Shortcut Keys. If you are using a Mac computer, use the Mac Help. Shortcut Keys are for Windows computers and Mac Computer. Please use these additional resources to enrich your keyboarding learning experience.



18. When finish with tasks for the day, remember to click the Submit button in the upper right corner of the task popup window so your assignment will get recorded in your SAM gradebook. If you submit before finishing tasks, a popup window will tell you this:



19. In Lesson 1 ends with “Lesson 1R” for review. Reviews have Warmup, Skill Building, and Improve Keystroking. Then you move on to Lesson 2.
20. For each chapter in the ebook, click on Chapter Introduction. Read each page as you scroll through the chapter or use the speaker icon in the ebook screen to listen to the written chapter (speaker icon ). (FYI: If you see *gwa*. it means gross words a minute.)
21. Proceed through each page in the chapter lessons, using the links in SAM for the chapter sections. Compare what you are doing in SAM to the assignment checklist for Keyboarding 1. The assignment checklists relate to each section in the ebook chapters. For Keyboarding 1, all assignments are in SAM.

Whatever you do, DO NOT GIVE UP. I am here to help. Put your questions on the blog, where my answers/responses/comments will benefit all students.

The Teacher 😊